

520 E-File instructions

Page 1: Fill out contact information and account information

Contact Information

Email Address *

Contact Name *

Contact Phone *

Account Information

Validation Code *

If you have a single BPP account, please select 'Commercial' for the account type and enter your 7-digit number.

If you have more than one account, please select 'Multiple' and enter your multiple number (10-digit plus dash) to upload files for all your accounts at once.

Account Type * (hover on options for details)

Account No. *

Selection of Exemption Application (Check only one box):*

Option 1 - I am providing a complete reporting of all property and am requesting the Assessor calculate and apply the 2023 business property Full Cash Value exemption of \$225,572.

Option 2 - My business personal property account(s) will not be taking the statutory exemption in Maricopa County.

CONTINUE

Enter your email, first and last name, and phone number in the top section

In the account information section:

1. Your **Validation code** is already prefilled in – no need to enter it.

2. Select 'Single' or 'Multiple' for the **Account Type**.

3. For a single acct, enter the **Account Number** for that account. Use your 10 digit (plus the dash) **OWNER ID** if you have multiple accounts.

Finally select Option-1 or Option-2 for the Exemption option and then click 'CONTINUE' to proceed to the second page to upload files

This will take you to the 2nd page to upload your files. Follow the instructions below to upload your supporting documents.

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Page 2: Enter comments, upload documents, and submit

Add any additional comments

Important points for appraiser to address (Ex. Closed Locations, Name Changes, Mailing Changes, Exemption, Etc.)

Supporting Documents Uploaded (Special characters in file names not accepted)

If you have any issues, please [email your file](#) to our office.

Choose file

Browse

No files uploaded

SUBMIT

On page 2, enter any optional comments you desire.

Then, click Browse to add files to support you submission. You may add multiple files one at a time on this page.

Once you've added all the files you need, click 'SUBMIT' and you're done. If you have any issues you can always email the appraisal teams at this email:

asr-bpp-pubasst@maricopa.gov